

For: FAS Civil Service Employees

Change in Performance Appraisal Period for FAS Civil Service Employees

Approved by: Administrator, FAS



1 Overview

A Background

FAS management has decided to change the performance appraisal period for its non-bargaining unit Civil Service employees. The new performance appraisal period is also reflected in the latest AFSCME contract in Article 24, Section B2.

B Purpose

This notice informs employees about the:

- new performance appraisal period
- “transitory” period that will move FAS from their former to their new permanent performance appraisal period.

Disposal Date

October 1, 2007

1-11-06

Distribution

All FAS Civil Service employees

2 Performance Appraisal Period

A New Permanent Performance Appraisal Period

Beginning April 1, 2006, the new performance appraisal period for Civil Service employees will be from April 1 to March 31 of the following year.

B Transition Performance Appraisal Period

The former period for Civil Service employees was from October 1 to September 30. To move from this period to the new period, a “transitory” period will run from October 1, 2005, to March 31, 2006.

C Required Actions

The following actions must be taken according to the table below.

Action	Transitory Period	New Permanent Period
Establish Performance Plan	By October 30, 2005	By April 30, 2006
Conduct Mid-Cycle Progress Review	January-February, 2006	September-October, 2006
Document Rating of Record	By April 30, 2006	By April 30, 2007

Note: Refer to 5-PM, Exhibit 8 for more information on these required actions.

3 Awards and Contact

A Awards

The change in the performance appraisal period will:

- affect the FAS Performance Awards Program (such as Performance Bonuses and Quality Step Increases)
- **not** affect the Superior Accomplishment Awards (Extra Effort Awards, Quick Track - formerly known as Spot Cash – Awards, and Time Off Awards).

Note: Changes to the FAS Performance Awards Program will be addressed at a later date.

B Contact

If there are any questions about moving to a new performance appraisal period, please contact the Performance Management, Benefits, and Awards Branch, HRD, at 202-418-8975 or TTY 202-418-9116.